

## In the Iowa Supreme Court

<b>CLERK SUPREME</b>	COURT
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Reimbursement Rules	)	
Iowa Judicial Branch Travel	)	
Amendments to Chapter 22	)	Order
In the Matter of Adopting	)	

On September 9, 2019, the State Court Administrator appointed the Travel Reimbursement Policies Committee by administrative directive. The committee recommended several changes to rule 22.16(4), regarding the definition of "official domicile," and rule 22.18(2), regarding the reimbursement for miles driven in personal vehicles for work purposes. The definition of "official domicile" has been modified to eliminate official domicile being established by where an employee works at least 50 percent of the time and instead sets official domicile as the county in which the employee resides, with some limited exceptions. With respect to mileage reimbursement, the language stating that "a judge and the judge's court reporter shall not be separately reimbursed for duplicate mileage expense in traveling to court assignments" has been removed and language regarding reimbursement for commuting has been modified.

The amendments to chapter 22 of the Iowa Court Rules provided with this order are effective September 1, 2020.

Dated this 31st day of August, 2020.

The Iowa Supreme Court

By:

Susan Larson Christensen, Chief Justice

Copies to:

Iowa Supreme Court Iowa Court of Appeals Chief Judges Senior Judges District Court Judges District Associate Judges

Judicial Magistrates

**District Court Administrators** 

Clerks of Court

Chief Juvenile Court Officers

Association of Corporate Counsel - Iowa Chapter

Clerk of the Iowa Supreme Court

Counsel to the Chief Justice

Creighton Law School

Drake Law School

Iowa Academy of Trial Lawyers

Iowa Association for Justice

Iowa Association of Counties

Iowa Association of Criminal Defense Lawyers

Iowa Attorney General's Office

Iowa Clerks Association

Iowa County Attorneys Association

Iowa Court Reporters Association

Iowa Defense Counsel Association

Iowa Department of Corrections

Iowa Department of Public Safety

Iowa Judges Association

Iowa Judicial Branch - Director of Finance

Iowa Judicial Branch - Director of Governmental Affairs

Iowa Judicial Branch - Director of Information Technology

Iowa Juvenile Court Services Association

Iowa League of Cities & Iowa Municipal Attorneys Association

Iowa Legal Aid

Iowa Magistrates Association

Iowa Organization of Women Attorneys

Iowa Police Chiefs Association

Iowa State Bar Association

Iowa State Police Association

Iowa State Sheriffs and Deputies Association

Legislative Services Agency

LexisNexis

National Bar Association - Iowa Chapter

Office of Professional Regulation

Polk County Bar Association

Public Defenders Association of Iowa

State Court Administrator

State Public Defender

Thomson Reuters (Westlaw)

University of Iowa College of Law



## CHAPTER 22 JUDICIAL ADMINSITRATION

**Rule 22.16 Preaudit travel claims of judiciary — definitions.** As used in this rule and rules 22.17 through 22.21:

**22.16(4)** "Official domicile." means the following:

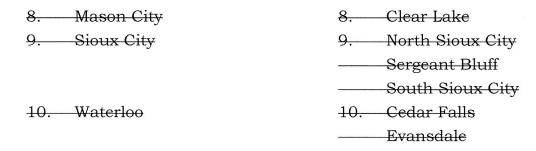
a. "Court employee's official domicile" means the city, town, or metropolitan area within which the office is located work location to which that court employee is assigned. Transportation costs between any such employee's permanent home and that person's employee's office, and subsistence within the limits of an employee's official domicile are not reimbursable.

b. "Judicial officer and court reporter's official domicile." By December 15 of each year, the chief judge of the judicial district and the district court administrator shall designate a courthouse as an official domicile for each judicial officer and court reporter. The official domicile of a judicial officer and a court reporter shall be the courthouse in the county in which the judge judicial officer or court reporter works more than 50 percent of the time. When the judge or reporter does not work more than 50 percent of the time in the same courthouse, the judge's or reporter's official domicile shall be a courthouse designated by the chief judge. resides unless the chief judge of the judicial district and the district court administrator agree to another location based on factors such as the percent of time spent working at another courthouse, court scheduling, or any other factor that should influence the selection of the domicile. Court reporters may reside outside of the judicial district in which they serve. If a court reporter resides outside of the judicial district in which the court reporter serves, the chief judge of the judicial district and the district court administrator shall designate the court reporter's official domicile in a county adjacent to the judicial district in which the court reporter resides. If there is a change in any of the factors that affect the court reporter's domicile location during the fiscal year, the chief judge of the judicial district and the district court administrator may change the court reporter's official domicile. Notification of the official domicile must be filed with the state court administrator's office. Notification of official domicile must be filed by the district court administrator with the state court administrator's office by December 15 of each year.

c. Reserved.

 $\it d.$  For purposes of this definition, the following are official domicile-defining metropolitan areas.

Metropolitan Areas	Inclusions
1. Cedar Rapids	1. Hiawatha
	—— Marion
2. Clinton	2. Camanche
	———Elvira
	———Low Moor
3. Council Bluffs	3. Bellevue
	Bennington
	Boys Town
	Carter Lake
	———Elkhorn
	Irvington
	———LaPlatte
	———LaVista
	Millard
	———Omaha
	Papillion
	Ralston
	———Springfield
4. Davenport	4. Bettendorf
	———East Moline
	Hampton
	Milan
	Moline
	——— Pleasant Valley
	Riverdale
	———Rock Island
	Silvis
5. Des Moines	5. Polk County
6. Dubuque	6. Asbury
	Centralia
	——East Dubuque
	———Sageville
7. Iowa City	7. Coralville



## Rule 22.18 Transportation.

**22.18(2)** *Mileage* — *personal car.* Judicial officers, court reporters, and court employees shall be reimbursed their mileage expense when required in the discharge of official duties to travel outside their official domicile. Reimbursement shall be for the miles driven from the official domicile or employee's residence, whichever is less, to the assigned work location. In no instance shall employees and judicial officers be reimbursed for more than actual miles driven, or for commuting to and from their residence and their official domicile or a courthouse within their county of residence. Carpooling is required recommended whenever possible. A judge and the judge's court reporter shall not be separately reimbursed for duplicate mileage expense in traveling to court assignments. The allowance for use of a private automobile on official judicial branch business shall be established by order of the supreme court and shall be presumed to include all automobile expenses. Additionally, judicial officers, juvenile court officers, court reporters, and court employees shall be reimbursed their mileage expense for travel required in the discharge of official duties within the continuous metropolitan area of their official domicile, but not for commuting. Travel directly between employees' and judicial officers' residences and their official domiciles will not be reimbursed.